



WELCOME TO THE CITY OF HELOTES!

*12951 BANDERA ROAD
P.O. BOX 507
HELOTES, TEXAS 78023
(210) 695-8877*

**CITY OF HELOTES
P.O. BOX 507
HELOTES, TEXAS 78023
PHONE (210) 695-8877 FAX (210) 695-2123**

**WWW.HELOTES-TX.GOV
WWW.SHOPHELOTES.COM**

2007—2008 CITY COUNCIL

Mayor	Tom Schoolcraft
Alderman, Place 1	Guillerma Contreras
Alderman, Place 2	Alina Matutes-Eckhardt
Alderman, Place 3	Jeff Ellis
Alderman, Place 4	Joe “J.B.” Richeson
Alderman, Place 5	Rich Whitehead

CITY EMPLOYEES

Administration:

City Administrator	Grace Tamez
City Secretary	Patty Daugherty
Administrative Assistant	

Court:

Municipal Court Manager	Judy Henckel
Deputy Court Clerk	Eva Juarez
Deputy Court Clerk	Ann White

Police:

Chief	Morton Ault
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Fire:

Chief	Walton Daugherty
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Code Compliance:

Joe Encina

Development Services:

Ernest Cruz

Economic Development:

Rick Schroder

A

Adopt-A-Street. Residents may participate in the Adopt-A-Street program. Participants are responsible for trash pickup along City streets four times per year. Signage indicating participating members and trash pick up locations may be installed along City streets. Applications are available at City Hall.

Alarm. Residential and/or commercial burglar alarm systems do not need to be registered with the City. Certain restrictions apply to burglar alarm systems that are audible beyond an owner's property.

Alcoholic Beverages. Any establishment that sells or distributes alcoholic beverages is required to obtain a permit from the City and the State. The Texas Alcoholic Beverage Commission can be contacted at (210) 731-1720.

Ambulance. For emergency medical service, please dial 911 (voice/TTY). All 911 calls are routed through the Bexar Metro 911 Network District system. The City of San Antonio provides Emergency Medical Services and patient transport for the residents of the City of Helotes. In addition, the Helotes Fire Department's First

Responder Team responds to all 911 calls and provides patient care until San Antonio EMS arrives.

Animals. All dogs, cats, and other pets over the age of four months must be licensed and vaccinated against Rabies annually. All animals must be kept under proper restraint at all times while in the City limits.

A maximum of four adult dogs and/or cats are allowed on any premises within the City limits, excluding veterinarian facilities, pet shops, and animal care facilities.

Wild, vicious, and/or peace disturbing animals, hogs, pigs, swine, peacocks, emus, ostriches, and hybrid wolves are strictly prohibited within the City. Certain restrictions are applicable to the type/number of livestock and fowl allowed on properties within the City, as well. Animal fighting is not tolerated within the City.



Please report all animal bites as soon as possible to the Animal Control Officer at (210) 695-8877. Moreover, the City's Animal Control Officer may also be contacted when an animal is lost or found.

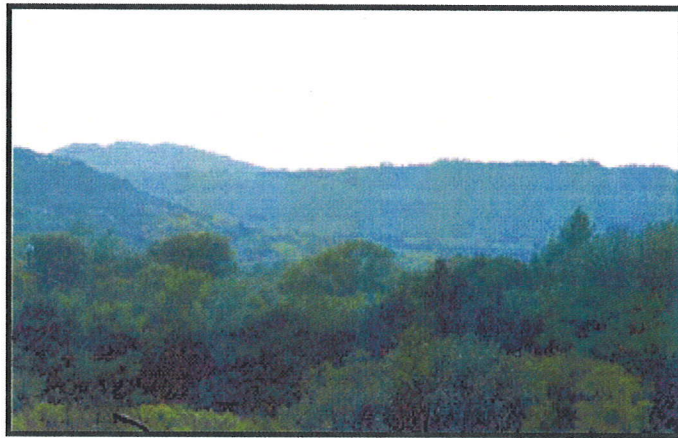
Appraisal of Property. The City contracts with the Bexar County Appraisal District and the Bexar County Tax Office for the appraisal and collection of City taxes. To appeal the appraisal of properties, please contact the Bexar Appraisal District at:

**411 North Frio
San Antonio, Texas 78207
(210) 224-2432
www.bcad.org**

Arborist. Residents, property owners, and business owners may utilize the services of the City Arborist. Residents and property owners are encouraged to consult with the City Arborist on the City's landscape and tree preservation ordinances *before* commencing large or commercial-type projects. The City Arborist can be contacted at (210) 695-8877.

Architectural Review Board. The Architectural Review Board reviews proposed commercial construction and renovations for compliance with architectural guide-

lines set by the City Council. Individuals wishing to construct commercial structures should contact the City at (210) 695-8877 before beginning such projects.



Automobiles. Within 30 days of moving into the City of Helotes, a new resident must obtain an updated Texas Driver's License from the Texas Department of Public Safety located at:

**1803 S. General McMullen Dr.
San Antonio, Texas 78226
(210) 436-6611
www.txdps.state.tx.us**

Written and driving exams and a vision test may be required. For vehicle registration or title information, please contact the Bexar County Tax-Assessor Collectors Motor Vehicle Registration Office at:

**6812 Bandera Road
San Antonio, Texas 78238
(210) 335-2251**



B

Bicycles. Although registration of bicycles is not required, the City of Helotes Police Department recommends to residents that they record bicycle serial numbers at the Police Department.

Boards and Commissions. The City of Helotes has a variety of volunteer boards and commissions upon which citizens can serve their community. Members of boards and commissions provide an invaluable service to our City, and they advise City Council and City staff on a variety of subjects. The following include all City boards and commissions, and applications for each can be located at City Hall:

- Architectural Review Board
- Board of Adjustment
- Economic Development Corp.
- Planning and Zoning Commission

- Parks and Open Space Committee
- Ethics Committee
- Traffic Committee
- City Forestry Committee

A detailed description of each board and commission can be located on the City website, www.helotes-tx.gov.

Boats, Motor Homes, & Trailers. Boats, motor homes, and trailers should not be parked on any municipal street within residential districts, unless temporarily loading or unloading passengers, freight, and/or merchandise.

Budget. The City's fiscal year begins October 1. The City Administrator prepares the proposed budget and presents it to City Council. Copies of the budget are available to the public at City Hall and on the City website.

City Council meetings, work sessions, and public hearing notices are published on the City website and posted to the City bulletin board.

Building Alterations, Inspections, and Permits. A permit is required for any new construction, alteration, or remodeling of homes

and other buildings, accessory buildings, pools, saunas, tennis courts, greenhouses, stables, workshops, fences, driveways, roofs, heating, and air conditioning, plumbing, and electrical systems other than ordinary repairs. Permits are also required for projects that involve public rights-of-way. Permits must be posted at the job site.

Permits are generally not required for routine maintenance. However, if a structure requires a change to existing structural, electrical, or plumbing systems, a permit may be required. Please contact the City Building Inspector at (210) 695-8877 before performing any major property improvements.

Property owners that hire a contractor to perform building alterations or construction should be certain that the contractor is licensed, the proper building permits have been acquired, and regular building inspections are performed.

City Public Service locates gas and electric lines free of charge. City Public Service can be contacted at (800) 545-6005. Bexar Metropolitan Water District locates water lines, as well. Bexar Metropolitan Water District can be



contacted at (210) 922-1221.

Burning. All outdoor burning, including the burning of household or commercial trash, within the City limits is strictly prohibited. Domestic outdoor fires, such as barbeque and fire pits, are exempted. Moreover, special permission may be given for the burning of vegetation in the clearing of land.

Business Name. Business names must be registered with the Bexar County Clerk's Office and/or the Texas Secretary of State.

Limited partnerships, limited liability partnerships or companies, for and not-for-profit corporations, and professional associations must register with the Texas Secretary of State at (512) 463-5555.

Business Taxes. The collection and administration of state and local sales tax from organizations is the responsibility of the Texas

Comptroller of Public Accounts. The Comptroller's Office can be contacted at (512) 463-5555.

C

Cable TV. Cable TV, DVR, and high-speed internet service can be purchased through Time Warner Cable of San Antonio. Time Warner Cable may be contacted at (210) 244-0500.



Christmas Tree Removal. The City of Helotes contracts with a garbage disposal company to provide garbage disposal services to its residents. The contracted garbage disposal company does remove Christmas trees after the holidays. Any tree over 4 feet tall must be cut in half and placed at the curb. For additional information, please contact the garbage

disposal company at (210) 375-0066.

Citizens to be Heard. Those citizens wishing to address the City Council on any issue (on or off the agenda) may do so during the Citizens to be Heard time period at all regularly scheduled City Council meetings.

City Administrator. The City Administrator for the City of Helotes is responsible for the day-to-day operations of the City.

The City Administrator is contracted by the City Council and serves at the pleasure of the City Council.

City Council Elections. The City of Helotes encourages all residents to actively participate in City Council elections. City Council elections are held annually, and City Council positions are staggered. Residents wishing to run for a City Council position should contact the City Secretary at (210) 695-8877 at the beginning of February of each year.

Voters wishing to participate in City Council elections must be registered with Bexar County 30 days before the City Council election.

The Bexar County Election's Office may be contacted at (210) 335-6625.

City Council elections are held the second Saturday of the month of May. All City Council elections are conducted at City Hall, 12951 Bandera Road, Helotes, Texas 78023.

Please contact City Hall at (210) 695-8877 should you have any questions.

City Council Meetings. City Council meetings are held every second and fourth Thursday of the month at 7:00p.m. All City Council meetings are located at City Hall, unless otherwise indicated on the posted agenda. Agendas are posted on the outdoor bulletin board at City Hall a minimum of 72 hours before City Council meetings.

City Government. The City of Helotes was incorporated as a Type A general law city in 1981. The City Council consists of the mayor and five aldermen. While an alderman holds a numerical place on the City Council, aldermen do not represent a particular area of the City. Rather, like the Mayor, aldermen represent the entire City.

Moreover, all City Council elec-

tions are nonpartisan.

All City Council officials serve two year terms. The Mayor and Places 3 and 5 are elected during odd numbered years. Places 2, 4, and 6 are elected during even numbered years. All City Council elections take place on the second Saturday of the month of May.



City Hall. The City of Helotes City Hall is located at 12951 Bandera Road, Helotes, Texas 78023. City Hall is open to the public from 8:00a.m. to 5:00p.m., Monday thru Friday.

The mailing address for City Hall is as follows:

**12951 Bandera Road
P.O. Box 507
Helotes, Texas 78023
(210) 695-8877
(210) 695-2123 (Fax)
www.helotes-tx.gov**

Commercial Parking in Residential Zones. Oversized vehicle parking in residential zones is strictly prohibited for an extended period of time. Oversized vehicles may park temporarily, however, within residential zones in order to load/unload goods.

Commercial Trash Collection. All businesses located within the City of Helotes are required to pay for their own trash collection. Commercial trash collection is not restricted within the City.

Curb Cuts. Anyone connecting a driveway to a City street must receive a Curb Cut Permit issued by the City of Helotes *before* engaging in such activity.

Curfew. No minor, 17 years of age or under, is allowed in or about public places within the City of Helotes between the hours of 12:00 a.m. and 6:00 a.m.

D

Door-to-Door Solicitation. All solicitors within the City of Helotes are required to obtain a solicitation permit from the City Secretary. The City Secretary may be reached at (210) 695-8877. While those organizations deemed charitable or not-for-profit are required

to obtain a solicitation permit, they are not required to pay the permit fee normally associated with such a permit.

Dumping. No dumping of weeds, brush, rubbish, trash, or other debris is allowed within the City of Helotes. Please report illegal dumping to the City Code Enforcement Officer at (210) 695-8877.

E

Electrical Service. Electricity is provided to the City of Helotes by City Public Service (CPS). CPS may be contacted at (210) 353-2221 or at www.cpsenergy.com.

Emergency Medical Service (EMS). See Ambulance.

